Appendix C - ESOA Print Format and Specifications

Electronic Statement of Account (ESOA)

Description

The Electronic Statement of Account (ESOA) details an institution's spending authorization and amount expended to date.

This is a single and multiple option print report:

- The single option will print ESOAs for the indicated Reporting Campus ID.

- The multiple option will print ESOAs for ALL Reporting Campus IDs.

This section details the specifications for printing an ESOA for single institution or all institutions.

Record Selection Logic

The system selects the record set for the report using the following logic:

If single is selected,
Enable the Reporting Campus ID field and print the ESOA for the indicated reporting campus.
Print in ascending order of the Batch ID for the indicated reporting campus.

If multiple is selected,
Disable the Reporting Campus ID field and print ESOA for all Reporting Campuses.
Print in ascending order of the Reporting Campus ID and with each Reporting Campus, print in ascending order of the Batch ID.

Selection criteria is not available for the Electronic Statement of Account (ESOA) report type.

Output Specifications (Layout and Printing Instructions)

The ESOA report contains:

- Header - see Sample Output Document for correct header information.

- Summary Information – see the following ESOA Print (Summary Information) table.

- Detail Information – see the ESOA Detail Information table that follows the ESOA Print (Summary Information) table.

ESOA Print (Summary Information)

Row	Field Name	Printing Instructions
10	Pell Institution Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
11	Institution Name	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
12	State	Print the value for this field associated with the Reporting Campus ID # as defined on the Pell institution database table.
13	Grantee DUNS Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
14	GAPS Award Number	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
15	Blank Line	Print a blank line.
16	Blank Line	Print a blank line.
17	Accounting Schedule	Print the value for this field as defined on the Pell ESOA database table for the specified institution.
18	Accounting Schedule Date	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Print date in MM/DD/CCYY format.
19	Blank Line	Print a blank line.
20	Previous Pell Grant Obligation - Current Pell Grant Obligation - Adjustment (Increase+ or Decrease-)	Print the value for these fields as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount. Calculate Adjusted Obligation Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.
21	Blank Line	Print a blank line.
22	Previous Pell Grant Obligation/Payment - Current Pell Grant Obligation/Payment - Adjustment (Increase+ or Decrease-)	Print the value for these fields as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount. Calculate Adjusted Payment Amount as the absolute value of (Previous minus Current). If current is higher, print a "+" after the Adjustment amount; if the previous is higher, print a "-" after the Adjustment amount.

ESOA Print (Summary Information) (Continued)

Row	Field Name	Printing Instructions
23	Blank Line	Print a blank line.
24	GAPS Drawdowns/Payments	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
25	Date of Last Activity in GAPS	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Print date in MM/DD/CCYY format.
26	Blank Line	Print a blank line.
27	YTD Total Unduplicated Recipients	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Insert ','s if number is over 999. If spaces, leave blank.
28	YTD Pell Accepted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
29	YTD GAPS Posted Disbursement Amount	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
30	YTD Administrative Cost Allowance	Print the value for this field as defined on the Pell ESOA database table for the specified institution. Reformat dollar amount.
31	Blank Line	Print a blank line.
32	As of Batch ID	Print the value for this field as defined on the Pell ESOA Summary database table for the specified institution. Print format for batch # is: XXCCYY123456CCYYMMDDHHMMSS
33	Blank Line	Print a blank line.
34	Section A values applicable only for advanced funded accounts.	Print Section A Notation as stated below: Section a values applicable only for advanced funded accounts.
35	Section B values applicable only for just in time and reimbursement accounts.	Print Section B Notation as stated below: Section B values applicable only for just in time and reimbursement accounts.

ESOA Detail Information

If the user selects the option to Print ESOA detail information, then print page 2 of the ESOA report using the printing specifications detailed below.

Information for page 2 should print in descending order of the Batch ID.

ESOA Detail Information

Row	Column	Field Name	Printing Instructions
1	N/A	Electronic Statement of Account Page: 2	Print the label and insert the page #.
2	N/A	Blank Line	Print a blank line.
3	N/A	Blank Line	Print a blank line.
4	N/A	ESOA Detail Batch Information	Print the literal section label: 'ESOA DETAIL BATCH INFORMATION'.
5	N/A	Blank Line	Print a blank line.
6	1	Adjust Report Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Print date in MM/DD/CCYY format.
6	2	Adjust Amount	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Reformat dollar amount. If the DEBITCREDITFLAG on the ESOA Detail table is "P", print a "+" after the amount; if the flag is "N", print a "-" after the amount.
6	3	Adjust Process Date	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution. Print date in MM/DD/CCYY format.

ESOA Detail Information (Continued)

Row	Column	Field Name	Printing Instructions
6	4, Line 1	Adjust Batch #	Print the value for this field as defined on the Pell ESOA detail database table for the specified institution.
6	4, Line 2	Adjust Description	Print the literal value for this field as defined on the Pell ESOA detail database table for the specified institution.

Sample Output Document

SUMMARY INFORMATION

```
Report Date:01/01/2000        U.S DEPARTMENT OF EDUCATION
Report Time: HH:MM:SS    STUDENT FINANCIAL ASSISTANCE PROGRAMS


                        2000-2001 AWARD YEAR
                     FEDERAL PELL GRANT PROGRAM
                   ELECTRONIC STATEMENT OF ACCOUNT



PELL INSTITUTION  NUMBER                               999999
INSTITUTION NAME                      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
STATE                                                     XX
GRANTEE DUNS NUMBER                               XXXXXXXXXXX
GAPS AWARD NUMBER                                 XXXXXXXXXXXXXXX

      Accounting Schedule                 999
      Accounting Schedule Date            MM/DD/CCYY

   A.  Previous Pell Grant Obligation         $999,999,999.99
       Current Pell Grant Obligation          $999,999,999.99
       Adjustment (Increase + or Decrease -)  $099,999,999.99*

   B.  Previous Pell Grant Obligation/Payment $999,999,999.99
       Current Pell Grant Obligation/Payment  $999,999,999.99
       Adjustment (Increase + or Decrease -)  $099,999,999.99*

   GAPS Drawdowns/Payments                    $999,999,999.99
   Date of Last Activity in GAPS              MM/DD/CCYY

   YTD Total Unduplicated Recipients          999,999
   YTD Pell Accepted Disbursement Amount      $999,999,999.99
   YTD GAPS Posted Disbursement Amount        $999,999,999.99
   YTD Administrative Cost Allowance          $999,999,999.99

   As of Batch ID                   XXCCYY12345619990101123000


SECTION A VALUES APPLICABLE ONLY FOR ADVANCED FUNDED ACCOUNTS.
SECTION B VALUES APPLICABLE ONLY FOR JUST IN TIME AND REIMBURSEMENT ACCOUNTS.
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DETAILED INFORMATION (PAGE 2)

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Electronic Statement of Account Page: 2


ESOA DETAIL BATCH INFORMATION

ADJUST                               ADJUST        ADJUST BATCH #
REPORT DATE    ADJUST AMOUNT         PROCESS DATE  ADJUST DESCRIPTION
------------   ----------------      ------------  --------------------------
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
MM/DD/CCYY     $999,999,999.99*      MM/DD/CCYY    XXCCYY12345619990101123000
                                                   XXXXXXXXXXXXXXXXXXX
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